

SUPPLEMENTAL INFORMATION APPLICATION FOR FEDERAL ASSISTANCE (Standard Form 424)

Based on the inquiries we frequently receive, we have developed the following information, which augments the instructions in the "Application for Federal Assistance" (Standard Form 424). Reading this information in conjunction with the instructions in the Application Form will speed up the preparation of your application and will reduce processing time. Items requiring special attention in the preparation of your Assistance Application are discussed below:

- (1) Standard Form 424,
- (2) Grant Work Plan Requirements have changed effective January 2005, please refer to Work Plan Requirements located at <http://www.epa.gov/region07/economics/apply.htm>
- (3) Budget Information - Non-Construction Programs (Standard Form 424A); and
- (4) Assurances - Non-Construction Programs (Standard Form 424B).

PART I, APPLICATION FOR FEDERAL ASSISTANCE (Standard Form 424)

Item 5: If the Name and Telephone number of the person to be contacted for matters involving this application is different from that of the Project Manager (i.e., the person who will be the contact for technical matters), please provide the name, title, address and telephone number of that person on the key contact list.

Effective 10/01/03, each applicant (individuals excluded) must provide a DUNS number on their application. (Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711. The Website where an organization can obtain a DUNS number is: <http://www.dnb.com>. (This takes 30 business days and there is no cost unless the organization requests expedited (1-day) processing, which includes a fee of \$40.)

Item 6: Employer Identification Number (EIN) The Taxpayer Identification Number must be provided. This number is the number assigned by the Internal Revenue Service, which is used by the assistance applicant in reporting income tax and other returns.

Item 9: *If you have been working with an EPA Program person regarding this application, please provide their name.* This information assures routing of your application to the appropriate EPA office for review.

Item 10: Catalog of Federal Domestic Assistance. Please provide the number and title of the program/project for which you are applying. Please note that many of these numbers have changed. If you are unsure of the Catalog number, please consult *the EPA Website at:* <http://www.epa.gov/region07/economics/links.htm>

Item 11: Provide a brief description of the proposed program/project. The Project Description field must include a concise, clear description of the purpose of the project. More specifically, the Project Description may not exceed three (3) lines of narrative and must address the scope of the project and/or the primary activity to be supported by the grant. The Project Description should contain media-specific or environmental **KEY TERMS** that may be used as search terms by the public (e.g., air quality, toxins, solid waste, mercury, etc.).

Item 13: The Start Date and Ending Date should reflect the amount of time required to complete the entire work plan specified in the Application. The start date should be at least sixty days

succeeding the date you plan to submit the application to the EPA to allow time for review and processing.

Item 15: The amounts under "Estimated Funding" are the amounts of federal dollars requested including any amounts to be contributed by the Applicant or other parties during the budget and project periods.

Item 16: Executive Order 12372. Indicate whether your State Executive Order covers the program/project. Additional Information concerning Intergovernmental Review Requirements are contained on this website under Intergovernmental Review.

PART II, BUDGET INFORMATION (SF-424A)

BUDGET. A complete budget must be submitted in order to be considered for federal assistance. This budget must reflect the activities proposed in the work plan. Specific Work Plan requirements are contained in "Work Plan Requirements" located at this website.

The application includes a two-page sheet, "Budget Information - Non-Construction Programs" (Standard Form 424A), Sections A through F. *Please be sure to complete Sections A, B and F. Sections, C, D and E are optional.*

Section B. Budget information must include both Federal funds plus other cost share. Column 5, TOTAL, should be the cumulative amounts (Federal and non-Federal) for the program/project.

Line A - Personnel - Personnel costs are those associated with employees of the organization.

Line B - Fringe Benefits - Social security, employee's life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, pension plans, severance pay, annual, sick, court and military leave attributed to employees of the organization.

Line C - Travel - Estimated cost for travel associated with approved work plan activities.

Line D - Equipment - Estimated cost for equipment to be purchased under the assistance agreement. Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more **per unit**. Property that does not fall into this category should be listed as **Supplies**.

Line E - Supplies - Identify the estimated costs for general materials and supplies (e.g., postage, printing, office supplies. etc.).

Line F - Contractual - Provide the estimated cost for all contracts proposed under the assistance agreement and whether they will be procured through interagency agreement or direct contracting.

Line G - Construction - If construction costs are anticipated, you must contact the EPA, Region VII Grants Administration office, telephone 913-551-7461, for additional instructions prior to completing your application.

Line H - Other - Estimate all other direct costs, which are not included in the above categories (i.e., telecommunication expense, postage, etc.). If you are applying for a training project, your itemization of "other" should include a breakdown of costs for trainee tuition and fees, book allowance, stipends and travel.

Line I - Total Direct - The total direct costs charged to the program/project are the sum of lines A through H and **include both the federal funding requested and all non-federal match.**

Line J - Indirect. Enter the amount of indirect costs which are requested. Section F must be completed if indirect costs will be included in the budget. In order for indirect cost to be approved you must have a current Negotiated Indirect Cost Rate Agreement or Cost Allocation Plan prepared in accordance with the appropriate Cost Principles. Please contact the EPA Region 7, Grants Administration Office for additional information.

Section F: Please identify the type of indirect cost rate (provisional, predetermined, final or fixed) in the REMARKS column. Also identify the rate, which will be in effect during the budget and project period, the base to which the rate is to be applied, and the name of the Federal Agency with whom your rate is negotiated.

A copy of your Negotiated Indirect Cost Agreement (NICA) or Indirect Cost Rate Preproposal must be retained in your grant file if you are requesting indirect costs.

PART IV, ASSURANCES (SF-424B). As an applicant for Federal financial assistance you must assure that you will comply with applicable Federal statutes, Executive Orders, regulations and policies governing the program/project. ***Your application cannot be considered for Federal funding without this executed document.***